



"CURRICULUM VITAE"

Personal Information:

Full Name : Uzma Mumtaz
Father's Name : Muhammad Mumtaz Akhtar
Date of Birth : 19-06-1991
C.N.I.C No : 37201-5221423-8
Marital Status : Unmarried
Nationality : Pakistani
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Email ID : uzmamumtaz555@gmail.com
Religion : Islam
Nationality : Pakistani
Address : House # 242, Street No 02 Rehri Road Lalaabad Qaidabad District Malir Karachi.

Career Objectives:

To secure a challenging position in a growth oriented & reputable organization where my abilities and skills can add value in achieving organizational objectives' and to get learning and advancement opportunities.

Uzma is a well-presented, who when given a task, has the ability to work quickly and efficiently without asking too many questions. She has a proactive attitude and a strong working ethic.

Academic Credentials:

Degree title	Institute /Year of Completion
• MA (Sociology)	University of Sindh Jamshoro. (2018)
• B. ED	Newport's Institute of Communication and Economics. (2014)
• BA	University of Karachi. (2012)
• Intermediate	CDSS Intermediate Girls College (2010)
• Matriculation	CDSS Senior Girls School. (2008)

Professional Degrees:

- Intel Getting Stared Courses
- Career Counseling Workshop Infaq Education and Training Center.
- Team Work Workshop Infaq Education and Training Center.
- Positive Thinking Workshop Infaq Education and Training Center.
- Youth Volunteering Community Services
- 06 Months C.I.T Course from The Skill Master Computer Institute.
- 06 Months C.I.T Course from Sony Computer Academy Landhi.
- 5 Months English Language Course from SOS Technical Training Institute.
- 2 Months Short English Language Courses from Infaq Education and Training Center.

Personality Assessing Skills:

- Effective Time Management Skills and able to Priorities task in order of Importance.
- Willingness to Learn New and Unique Things.
- Going to Extra Mile to make a Difference, having the Drive to Lead and Succeed.
- Willingness to Share Skills, Knowledge, Ideas and Expertise.
- Ability to Develop Good and Friendly Relationships with Colleagues.
- Being a Positive Role Model for Younger Staff.
- Clear and Informative Written and Verbal Communication Skills.

Working Experience:

- 01 Year Experience as a Subject Teacher in Indus Resource Center School.
- 02 Years' Experience as a Subject Teacher in Al-Mehraj Fellowship School.
- 02 Years' Experience as a Subject Teacher in Al-Badar Public School.
- 01-Year experience as a Data Collector (Field Work) at Agha Khan Hospital Center at Rural Areas Chashma Goth, Ilyas Goth, Ali Goth and Rehri Goth of Bin Qasim Town District Malir.
- 06-Month Experience at Sidat Hyder Morshed Associates Private Limited Project Polio Eradication Initiative (PEI) CBV Program (Field Work) as a Area Supervisor at Super High Risk Union Council UC-2 Rehri Bin Qasim Town District Malir.
- 5 Years' Experience as a Union Council Communication and Support Officer (UCCSO) at Sidat Hyder Morshed Associates Private Limited Project Polio Eradication Initiative (PEI) CBV Program (Field Staff Support and Monitoring and Data Entry Operator) at Union Council UC-2 Rehri Bin Qasim Town District Malir and Union Council UC-6 Bhutto Nagar Landhi Town District Korangi.

Selected Achievements:

- Certificate of Appreciation by Pakistan Polio Eradication Initiative (PEI) Program for Community Based Vaccination (CBV) Project in Sindh. (2020)
- Certificate for Participation in Youth Volunteer and Community Service Program by iEARN Pakistan. (2010)
- Certificate of Appreciation by Eliminate Measles Now in Landhi Town by the Deputy Commissioner of District Korangi Karachi. (2019)
- Certificate for the Completion of English Language Course from SOS Technical Training Institute Karachi. (2011)
- Certificate for Attending Short English Language Course from Infaq Education and Training Center Karachi. (2008)
- Certificates for the Participating in the Teacher's Course by Intel Teach Program in (2008 and 2010).
- Certificate for the Completion of Computer Course (MS. OFFICE) by The Skill Master Institute. (2013)
- Certificate for the Punctuality and Cleanliness by CDSS Teachers Training Elementary College in 2008 & 2009).
- Certificate for the Appreciation for 100% Attendance by CDSS Teachers' Training and Elementary Collage.

Fluency in Languages:

- English, Urdu and Punjabi